

ADMINISTRATIVE INTERNAL USE ONLY

ER 84-1873/2

4 January 1985

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence  
Executive Director

FROM:   
Chairperson, DCI Secretarial/Clerical  
Management Advisory Group

SUBJECT: Presentation of the Agency Secretary of the Year  
Awards on 24 April 1985

1. A ceremony honoring the winners of the Secretary of the Year Awards will be held on 24 April 1985 at 1400 hours in the Headquarters Auditorium. We request that you present the certificates to the recipients. We also would appreciate your making a few remarks about the contributions that secretaries make to the Agency. Suggested talking points will be provided.

11 JAN 1985

☒ I agree to present the Secretary of the Year Awards on 24 April 1985 at 1400 hours.

☐ I will make a few remarks about secretaries.

☐ I am sorry to decline.

☐ I prefer the DDCI do it.

Distribution:

Orig & 1 - DCI  
1 - DDCI  
1 - ExDir  
1 - Protocol Branch  
① - Exec. Registry  
1 - DCI S/C MAG

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Secretary of the Year Awards

FROM:

EXTENSION

NO.

ER 84-1873/1

DATE

30 October 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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FORWARDED

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2. Executive Director

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84 - 1873/1

30 October 1984

MEMORANDUM FOR: Executive Director

FROM:

Chairman, DCI Secretarial/Clerical  
Management Advisory Group

SUBJECT: Secretary of the Year Awards

REFERENCES:

A)  
B)

1. The DCI, DDCI, and Executive Director have approved the DCI Secretarial/Clerical MAG's proposal for Secretary of the Year Awards that we submitted to you last summer. A Headquarters notice will be distributed in November announcing nomination procedures and criteria for the awards.

2. All nominations must be received by the DCI S/C MAG by 11 January 1985. The MAG will then forward all nominations to the appropriate directorate or to the DCI area. We request that you or your Senior Secretarial Panel review the nominations of your Directorate's candidates and send the top five to the DCI S/C MAG, c/o [redacted] 1G 23 Headquarters, by 20 February 1985.

3. The MAG will select from the 25 finalists the Agency Secretary of the Year and a Secretary of the Year for each directorate and the DCI area. We plan to announce the winners in early April so that appropriate arrangements can be made for the presentation of the awards to the winners during National Secretaries Week.

4. The Agency Secretary of the Year Award of \$5,000 will be funded by the Office of Personnel. Agency policy now stipulates that awards of \$1,000 and under will be provided by the directorate. The Comptroller's office has suggested that the \$1,000 awards and any TDY travel be provided by the directorate. We will contact each directorate's Honor and Merit Awards Board to make the arrangements.

5. If you have any questions, please contact me [redacted] or Vice Chairman [redacted]

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

Chairman, DCI Secretarial/Clerical  
MAG

DATE

17 April 1984

TO: (Officer designation, room number, and  
building)

DATE

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

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1.  
Deputy Director of  
Central Intelligence

Your copy

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Executive Registry

84- 1873

17 April 1984

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence  
Executive Director of Central IntelligenceFROM:   
Chairman, DCI Secretarial/Clerical MAGSUBJECT: Central Intelligence Agency Secretary of the Year  
Award and Directorates' Secretary of the Year Awards

1. The attached is the charter of the program which the DCI Secretarial/Clerical MAG has been working on this year. The program, if concurred in by you, is to be implemented next November. I have personally worked very closely with Messrs. Magee and  in the Office of Personnel to make sure that every area has been covered concerning this program. The MAG is very excited about this program and we hope you will be too.

2. For background information, the State Department started their program for their employees several years ago and until just recently was the only Government agency to have it. Now Justice, the FBI, Treasury and CIA have all patterned their secretarial awards along the lines of State, with the same monetary awards.

3. The charter has been seen and concurred in by your four Deputy Directors. They have enthusiastically endorsed this program and hope that it will be announced during National Secretaries Week (23-27 April). Mr. Fitzwater has kindly offered to announce this program in a Headquarters Notice for those Stateside and as a worldwide telepouch for those serving overseas.

4. If you have any questions regarding the charter, please call me on

Attachment: As Stated

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ELIGIBILITY, EVALUATION CRITERIA AND PROCEDURES  
FOR  
CIA SECRETARY OF THE YEAR AWARD  
AND  
DIRECTORATE SECRETARY OF THE YEAR AWARDS

ELIGIBILITY

Any employee occupying a secretarial/clerical position in the United States or abroad who has served her/his probationary period within the Agency.

The position titles that are eligible are secretary, sec/steno, steno/typist, clerk/typist, typist, file clerk.

The position titles that are not eligible are administrative assistant, executive assistant, paralegal, intelligence operations analyst, operations support assistant, training assistant, courier, records management clerks and similar positions.

AWARDS

The CIA Secretary of the Year Award will consist of a certificate signed by the DCI and \$5,000.

The five Directorate Secretaries of the Year Awards will consist of a certificate signed by the DCI and \$1,000.

EVALUATION CRITERIA

The application of the skills to the job and not the skills themselves.

The individual's performance including dedication, loyalty, honesty, judgment and interpersonal relationships.

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One of the criteria that cannot be applied is "for whom the person works".

What significant characteristic or activity of this person makes her/his performance so excellent as to merit this award.

Job accomplishments or achievement of a unique or special quality (under what conditions).

#### PROCEDURES

Each November a Headquarters Notice will be published announcing the awards together with the eligibility, evaluation criteria and procedure standards. The Notice will be forwarded to the domestic and foreign fields via a worldwide Book Cable.

The maximum number of nominees for each office/division within a Directorate or DCI area will be prorated at one for every fifty (50) secretarial/clerical employees. However, the office/division may elect to nominate no one, but the office/division must forward a statement of "no nomination" to the Deputy Director of that particular Directorate or to the Executive Director for the DCI area.

An office/division may nominate a candidate from another part of the Agency if it so chooses.

The offices/divisions will nominate by memorandum or telepouch marked "EYES ONLY" to the Deputy Director of their particular Directorate which must be received by her/him on or before 1 February of each year.

The nominees from each Directorate will be presented to the Chairman of the DCI Secretarial/Clerical MAG by the Career Management Officer or such other official of the Directorate as may be appropriate. These nominations are to be presented to the Chairman of the DCI Secretarial/Clerical MAG in a sealed envelope marked "EYES ONLY" by 1 March.

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The Selection Board in the first year will be the DCI Secretarial/Clerical MAG. In all subsequent years, the Selection Board will be made up of the six award recipients from the previous year. In all cases, members of the current Selection Board will be declared ineligible for consideration.

The Selection Board will convene two weeks prior to National Secretaries Week (always the fourth week in April).

The awards will be presented by the DCI/DDCI at a ceremony to be held in the Auditorium during National Secretaries Week.

The Selection Board will be chaired by the "CIA Secretary of the Year".

The Selection Board may wish to call in either the Office Director, Division Chief, Deputy Director or anyone else for the purpose of obtaining information that it considers important to the selection process.

The Selection Board will have full access to the official personnel files pertaining to the nominees.

The Directors of Personnel and Security will be passed the names of the final six nominees by the Selection Board to ensure that all six nominees are employees in good standing in the Agency.

The Selection Board will recommend the six nominees to the DCI/DDCI for approval.

If the nominated awardees are outside the Washington area, they will be brought back to Headquarters TDY to receive their awards and also the following year to serve on the Selection Board.

The DCI Secretarial/Clerical MAG is wholly responsible for this program each year.

Any changes in the eligibility, evaluation criteria or procedures for these awards must be approved by either the DDCI or the DCI.

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CONCUR: ,

[Redacted Signature]

Deputy Director for Science and Technology

*5 Apr 84*  
Date

25X1

[Redacted Signature]

Deputy Director for Operations

*11 April 84*  
Date

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[Redacted Signature]

Deputy Director for Intelligence

*4-12-84*  
Date

25X1

[Redacted Signature]

Deputy Director for Administration

*4-12-84*  
Date

25X1

[Redacted Signature]

Executive Director of Central Intelligence

*4/24/84*  
Date

25X1

[Redacted Signature]

Deputy Director of Central Intelligence

*4/25/84*  
Date

25X1

*William J. Casey*

Director of Central Intelligence

*4/25/84*  
Date

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